

**Minnesota State University Association of
Administrative and Service Faculty Meet & Confer
Thursday, September 5, 2024 | 1:15 – 2:45 pm
CSU 238**

The following notes are provided as a way for the MSUAASF Meet and Confer representatives to communicate conversations that occur at Meet and Confer with membership and to concur with administration summaries of points discussed. They are not reflective of exact statements shared in the meeting and are not meant to serve as a transcript. Any members with questions can reach out to their ASF Meet and Confer representatives for clarifications. The previous month's notes are reviewed at Meet and Confer by all attendees to ensure the overall essence of the meeting was captured and updates can be made accordingly when necessary.

Meeting Chair: MSU President: Edward Inch

Attendees: Pres. Inch, Shari Sargent, Liz Steinborn-Gourley, Jill Fischer (note-taker), Travis Thul, Anne Gillespie, Marie Slotemaker, Margaret Hesser, Henry Morris, Bobbi Urban, Linda Meidl, Shauna Elbers, Tressa Flo, Peter Hausladen, David Jones, David Hood, Mark Johnson, Jean Clarke, Carolyn Nelson. Special Guests: Jen Veltsos, Michelle Moosally, Carine Omole.

Documents Referenced in the Meeting:

[ASF Meet and Confer Agenda 9-5-2024](#)

[ASF Member Snapshot pres](#)

[2024-2025 Policy Consultation and Approval Process](#)

[Space Management Draft](#)

Posters

[Administrative Services 2024-2025 Projects Poster](#)

[DEI Division Projects Poster](#)

[Finance & Facilities Projects Poster](#)

[IT Division Projects Poster](#)

[University Advancement Projects Poster](#)

[Digital Accessibility Pres 9-5-24](#)

[Enrollment Report for 9-8-24 Meet and Confers](#)

[Equity 2030 Framework](#)

[HLC Accreditation Flyer](#)

[HR Updates 9-4-24](#)

[ITS Meet & Confer Sept 2024 Updates](#)

[MSU Budget Update Meet & Confer 9-5-24](#)

[Vacancy List September 2024](#)

[Vacant Positions on Hold as of 8-28-24](#)

1. Standing Items:

A. Welcome & Introductions –

- i. Pres Inch opened promptly at 1:15pm. General Welcome for the new term.
- ii. Intros all around.

B. Reorder/Additions

- i. Add the final exam update (information item)

C. Review of Prior Meeting Notes

- i. No changes/updates

D. MSU President's Report [Edward Inch]

- i. Good start. Enrollments up. Special commendation to Academic Affairs and others to ease transfer work, better processes. We were again recognized as the Best U in MN. People's choice, 2nd choice to UM. Recognition of alums and donors. Fundraising up. Significant gifts towards Student Experience. 1,242 scholarships awarded, 2.7 million given. As of Aug 31, an additional 2 million dollars in planned gifts. Doubled in gift commitments from last year.
 - ii. Two VP searches coming up – new VP for Advancement and replacement of VP ITS Mark Johnson. VP Johnson will stay on through WorkDay transition. IT is backbone infrastructure – an important role to fill.
 - iii. Voting: Imp to get the vote out. Student Govt is working on open forums for discussion. Lots of action/work going on. 46% of students NOT planning on voting.
 - iv. WorkDay: Rollout has been a challenge. Expected challenges, but this has been hard. Shout out to HR, Business Office, and IT for their work (yeomen's work). Mark Johnson's IT team has been central to fixes and ticketing. Business Office/HR have put in lots of work as all processes have changed. Thanks to those teams and us all because it's been a lot for all of us. It will get done; right now is a struggle. Thanks to all for patience.
 - v. Equity 2030: Pres Commission on Diversity, VP Morris. In our materials is framework for moving forward (still more to come around specific strategies). Focusing now on 4 commitments as a University:
 - 1. Power of Student Success – MoonShot, 10 years of data, 26 Uni collaborative to eradicate gaps
 - a. LSG: MoonShot Question re: committee structure: Pres: EACH area will have a steering committee/working committee. President perceives this will be a significant agenda for next six years.
 - 2. Improve compositional diversity – recruit, screen, etc.
 - 3. Enhance employee retention and success – inclusive and welcoming. Where do we need to build?
 - 4. Enrich supplier partnerships – how do we engage more of our region and state?
 - vi. Budget
 - 1. Position Hold List in materials. Dynamic list, will change. One year only plan. Using some one-time money pots.
 - 2. How do we sustain a budget for next few years? Challenge: for our general fund, budget, 1/3 comes from state resources, other 2/3 from fees/tuition. It costs more to educate students than our funds allow. We must address the GAP. On-hold positions are a snapshot and will change daily.
 - a. Question LSG: Ask to get the Position Hold snapshot Mondays ahead of meet and confer. Pres: Yes, we can get on Mondays ahead of Meet and Confer but this is changing everyday.
- E. ASF President's Report **[Liz Steinborn-Gourley] 1:41pm**
- i. PowerPoint today but won't be a trend! 😊
 - ii. Painting a picture of membership. 208 ASF members, give or take. Support all areas.
 - 1. 71 Academic Affairs
 - 2. 16 DEI
 - 3. 1 IT (Esports)
 - 4. 20 President's office
 - 5. 55 Student Affairs/Enrollment Management
 - 6. 31 SS& Engagement
 - 7. 14 Uni Advancement

- iii. Liz SG remarks – deep passion and care, witnessed great work, also have seen burnout and good employees departing. Looks forward to defining a collective future in a difficult year. We are prioritizing sending snapshot info to ASF members. Moving forward, we would like to talk about work redistribution when positions are placed on hold. Hearing a range of working solutions via add'l duty pay or honorarium or 'hanging tough'. We are asking that members who are asked to work add'l duties outside of their regular role, for a minimum of 10% per contract, but more when necessitated. We have many members who will step up to help out. Need to also ask about capacity to do this work and ability to contribute to student success in a challenging year.
- F. Vice President Student Affairs & Enrollment Management [**David Jones**]
 - i. Exciting work this past year. Enrollments will be up. Comes with a lot of work. Good energy on campus.
 - ii. Imp. partnership to highlight, Sodexo. We are a part of the Swipe Out Hunger Program. Sodexo set aside 4700 meals for our students in need.
 - iii. Last May's meet and confer student wage increase shared. Pres Inch approved min wage increases, now \$12.50 / hour. Great news for students. Started July 1, 2024 (?). Impacts work-study in terms of fewer hours worked for more pay.
 - iv. Last legislative session – two unfunded items were approved:
 - 1. Needed to create a position to get out the Vote. Jeremy Reisenberg was charged to fulfill this role.
 - 2. Parent student navigator role – 3-year expectation – we needed to identify a point person to refer people to. Natalie Schulte has agreed to serve in that role for one year. Goal for year 1 – update websites and gather more info for the future. Student parents will get early reg access as well.
 - v. QUESTIONS:
 - 1. Liz SG: Enrollment \$ question – how do increased enrollments impact our budget situation? Anne G: Will get enrollment increase data at next meet and confer. Can run numbers after add/drop date. Thinks there should be a positive impact but tbd.
 - 2. Carolyn N. noted that extra roles noted above are great opps for extra duty pay.
- G. Administrative Reports [**See docs above**]
 - i. ITS Update [**Mark Johnson**]
 - 1. Check out the links. Lots of great info out there. Also this is the LAST YEAR that Windows 10 will work on our computers. And, as previously mentioned - WorkDay is here! Links to help.
 - ii. Finance & Facilities Update [**Anne Gillespie**]
 - iii. Enrollment Update [**David Jones**]
 - iv. Human Resources [**Sheri Sargent**]
 - 1. Tuition waivers due Monday, September 9. Help get the word out. Flu shot October 7
 - v. Equity 2030 [**Henry Morris**]

2. Discussion Items:

- A. Digital Accessibility [**Michelle Moosally & Carine Omole**] **Time Certain – 1:30 PM**
 - i. Want to up the resources and visibility of Digital Resources. Working group over summer to address digital accessibility. PowerPoint presentation.
 - ii. Accessibility is often seen as limited to physical/in-person accessibility. We rarely extend to digital means. Now we should look at digital forms; apps, websites, D2L, etc. Goal is to make

is accessible for all without need for request. Best practices and ADA referenced. See ppt for details.

1. Website: Will be asking everyone who created contents get training.
2. D2L: looking to purchase a tool to help them determine accessibility.
3. There is a working group.
4. Will update policy.
5. MNSU website has a button, "website accessibility", at the bottom of web pages.
6. IMP to do and need to demonstrate a good faith effort.
7. What can we do? Deets in PPT.

iii. Comments or questions: None.

B. Budget Update **[Anne Gillespie]**

- i. Info in the Teams site. Closed out fiscal year. Closing out old system in ISRS FY 24, and also using WorkDay for FY 25. In next 30 – 60 days will have a good snapshot of where we land in FY 24. Expect a 3 -4 million deficit. FY25 started July 1, 2024. All future financial transactions will happen in WorkDay. Business services jobs have completely changed; big transition. Visibility is coming as they learn more, learn how to pull data. Her team is not yet the experts on WorkDay; use the resources IT shared.
- ii. FY25 - Currently in 2nd year of biennium budget. Getting ready to do the next two-year cycle budget planning, FY26 & FY 27. For next biennium need to look at work-load allocation, position-based budgeting. Planning will start this fall. Budget subcommittee starts to meet next week (Sept. 10) and will get a timeline out soon.
- iii. Three budgets...complex, some overlap. Will close out FY 24 this fall, FY25 will make adjustments based on position holds, etc., FY26&27 will be priority for building on long-term success. Will leverage all the tools to make these decisions such as strategic plan, etc. Going to be a lot of work on budget subcommittee this year. They will be looking for feedback; More open sharing and different venues. Likely will have more virtual mtg options, etc.
- iv. We are in a structural deficit, 8 Million. Slightly higher than we shared in spring 24. Holding positions for 2 -3 months is financially impactful.
 1. FY25 – one-time strategy: position holds and spend only what's needed. Want to trust and empower people to be smart. Having a position hold for a period of time helps us for this one year, but isn't a long-term option
 2. FY26 & 27 – Long term planning. What will we need to do a different type of budgeting? E.g. evaluating positions, work across the Uni.
 3. Want our feedback. Updates on Fountain. Dialogue via listening and snapshot convos. Open to suggestions around the planning and engagement. Want meaningful dialogue so we all can come together on decisions and be engaged.
 4. Capital funding – did NOT get funding through. But planning for next biennium. Top two capital funding projects.
 - a. Armstrong Hall
 - b. Taylor roof
 5. Supplemental budget request also did not get approved. Need to be thoughtful about this. Looking at avenues: e.g. fee structure, tuition structure, etc.
- v. Budget Questions:
 1. Liz SG: areas of priorities: temp solutions for held positions not being long-term, and how our membership participate so that we are maintaining our services. Will BESIs be on the table?
 2. Anne G: we agree - short term solutions not a long-term answer. Haven't looked at long term position-based budgeting since 2009 so overdue. For next biennium – these decisions may override short-term decisions, as would other factors (if they

come through) such as state funding increases, etc. So for the short-term, be budget conscious and not spend if not needed. Get away from the mind-set that if I don't spend it, I might not get it. For FY25 they are not asking for a lot of feedback. Want to put emphasis on long-term planning (FY26 & 26). Each dept is doing strategic planning; budget is how do we allocate these resources. We would love to be self-sustaining but we are not. We have seen a shift of students wanting to attend online so need to look at that and support needed areas, etc.

3. Linda M: how are you measuring the shift of students to online? Some students don't have a choice.

4. Anne G: the numbers of students in those programs. More in non-trads areas.

5. Pres. Inch: BESI under discussion. It's an expensive option for this current year, we'd have to pay out on top of salaries.

6. Anne G: evaluating it, some areas are understaffed, so offering BESIs may mean hiring somewhere else. Each dept will be looking at position structure.

C. Space allocation committee proposal **[Ed Inch]**

- i. Pres Inch: Materials in file. Master plan. Planning to remodel certain areas. Current method of space allocation has been very internal, no clear process for consideration and reassignment. Draft of this process in packet. Please provide feedback at next meet & confer. Let's move to 'space is university space' sentiment vs. dept spaces – let's get best value for it. Will have a committee to review and make recs to the Pres. Believes we need to do this as there is trading behind the scenes and doesn't allow for a bigger picture view of what is best for University.

3. Information Items:

A. EAB Moonshot **[Henry Morris]**

- i. Next cohort is the Alpha cohort – a lot of firsts in it. One of which is there will not be a majority of any certain race; many pluralities. Want to create opps for success for ALL students. Have done a lot of work thus far. We are now partnering with EAB with consulting on MoonShot. Same company as MavCONNECT/Navigate 360.
- ii. MoonShot focused on student success in our gaps. We have been looking at our data for a while but MoonShot group will walk alongside us and facilitate our conversations to close the gaps, and help us look at processes, etc. We will create working groups around certain areas, some may be asked to participate. Will also have educational opps for Uni staff.
- iii. Can we do our business differently and better? First school in MN to sign a MoonShot contract with EAB. St. Paul College right behind us. They are making a pitch for system-wide contract with them.
- iv. VP Thul with VP Morris – make sure we maximize our Navigate and MoonShot contracts.
- v. EAB is a student success consulting firm, but when we find barriers/issues within DEI audiences, we immediately try to apply to larger student populations.
- vi. Want to ensure all students have the chance to be successful.
- vii. Comments/Questions:
 - 1. Liz SG: Steering committee overall plus steering committees for the four core committees? Pres.: Yes, Plus four different committees. MoonShot is student Success module, offers coordinated suite of programs.

B. NextGen/Workday Transition **[Mark Johnson, Anne Gillespie & Sheri Sargent]**

- i. Mark J: Aggregated tickets since launch: 580 requests for help, now have about 70 left. Some have been pushed up to WorkDay, etc. This is the main story. Second story: there are still some fundamental structural issues with how we are getting data from the project. Looking to see that the system implementation improves dramatically.

- ii. Anne G: Business services – their jobs have completely CHANGED. Been a great challenge for them. Working through that but not as smooth as expected. Impacting items which were unexpected. Taking longer than expected. Asking for patience, grace, and support. Business Services have had a rough summer, many duplicate processes currently to do their work. Will be a great tool but not immediate, and a lot left to do, in conjunction with building out Student module.
 - iii. Shari S.: Things aren't working as they thought. On boarding, e.g. is 27 steps, linear, takes a while. Learning and asking for adjustments with WorkDay. Currently impacting new hires – fac and adjuncts: they are not yet in the system; items / pay are delayed. HR is prioritizing getting those folks in. Trying to work with the system when they can and trying to do what they can to support our employees. Learning so much along the way. Many challenges.
- C. P-card transition to US Bank **[Anne Gillespie]**
 - i. Moved from Wells Fargo to US Bank purchasing cards. WF cards are turned off. If we know of people who need a purchasing card, can request through WorkDay. Evaluating need and amount when giving out card. Has been going smoothly. New process to submit expense reports in WorkDay.
- D. HLC Accreditation Cycle **[Jennifer Veltsos] Time Certain – 2:10 PM**
 - i. 2:10 Moved to time certain.
 - ii. HLC site visit, October 2025 (12, 13 or 14 – two days). First phase is writing a report with claims and evidence of our quality of education for HLC. Complete copy will be available to campus in Jan 2025. May hear from them now asking for evidence. Spring 2025 will be about strengthening the report and mock visit. Next Fall/Sept 2025 - all out blitz for HLC 101. From this group would like our help in recruiting students to take the HLC feedback form.
 - iii. Question: Carolyn N. - What are good examples of Evidence? Jen V: assessment evidence re: quality of classes is helpful, etc. and impact on curriculum design. Peer reviewers can ask for additional info. Another example: board of trustees minutes that impact students, activities, flyers, etc. Anything that will directly support the standard.
- E. University Policy Review Process **[Jennifer Veltsos]**
 - i. Kicking off policy review. Email went out to Uni community. Revisions and feedback in Nov. Posted again in early spring, 2nd chance, then sent to VPs, then final approval to Pres Inch. Go into effect next August. Opportunity to also request new policy and procedures. If we have ideas use the form to submit through Sept 23, 2024
- F. ADDED Agenda Item - Final Exam Update **[Provost Hood]**
 - i. Last year via meet and confers, changed final exam schedule. Concerns have been raised by FA, not sure they will have time to administer their exams in allotted days/hours. Have developed a **final exam change process form** faculty can submit. Will need to provide justification as to why this is needed. Apps due by Sept 16. This form is not a long-term process but will use this year to help faculty adjust. Students didn't see major issues. Asked for 3 things:
 - 1. Faculty work collaboratively with Accessibility Resources
 - 2. provide firm and clear notification about an AR request, if it was approved
 - 3. provide info on what is being covered, what materials will be assessed on which date, etc.

Meeting adjourned at 2:40pm

**MSUAASF Meet & Confer Follow-Up Questions, Thoughts or Concerns from MSUAASF members or eligible members can be directed to: MSUAASF President:
Liz Steinborn-Gourley, elizbeth.steinborn-gourley@mnsu.edu**

2024-25 Meet and Confer Dates

September 5, 2024

November 7, 2024

February 6, 2025

April 3, 2025

October 3, 2024

December 5, 2024

March 6, 2025

May 1, 2025